



# **STATE OF DELAWARE PRE-TAX COMMUTER BENEFIT PROGRAM**



**User's Guide**

**Welcome** to the State of Delaware's Pre-Tax Commuter Benefit Program (CBP). The CBP is a qualified transportation benefit approved by the IRS that allows you to use pre-tax money to pay for your out-of-pocket parking, van pooling or mass transit expenses incurred as you travel to work, or parking expenses incurred at a mass transit provider. Since these deductions are taken on a pre-tax basis, you save money because you avoid paying Federal and State income tax and FICA taxes on the money you set aside. Most people save at least 25% on every dollar that is set aside in the CPB.

Eligible expenses include expenses incurred to park at your main place of employment or at a place where you take mass transit or meet your van pool, and mass transit/van pool expenses for which you are responsible as a part of your daily commute to work.

This overview is designed to guide you through the process of enrolling in and managing your CPB account, administered by ASIFlex. If you need additional assistance with the online enrollment process or have questions that are not answered in this document, please call ASIFlex's Customer Service at 1-800-659-3035.

### ***Who is eligible to participate in the CBP:***

All State of Delaware permanent part-time and full-time employees are eligible to participate in the CBP.

### ***How it works:***

In order to take advantage of the CBP, you must actively enroll in the program which authorizes the State of Delaware to take pre-tax payroll deductions for your out-of-pocket parking or transit expenses.

There are two distinct categories for which you may enroll for expenses you incur related to traveling to and from work:

- ✓ Pre-Tax Parking
- ✓ Mass Transit/Van Pooling

Once you decide how much money you would like to set aside for one, or both, accounts, you complete the enrollment process (as outlined below) and your deductions will start coming out of your paycheck to pay for your CBP benefits!

You can set aside up to \$230 per month for pre-tax parking expenses and \$230 per month for van pooling and/or mass transit expenses (the IRS considers the van pooling/mass transit category to be one category and you cannot exceed \$230 per month for these expenses). Elections you make by the 15th of a month will be deducted from the next month's pay to pay for the transportation benefit the month after the deductions are taken. For example, elections you make by March 15 will be deducted in April to pay for your transportation benefit in May.

The CBP is a month-to-month commitment, meaning you can cancel or change your enrollment in the program each month. Your elections roll over from year to year, and month to month, so if you enroll in December, and don't make any changes, your election will continue into January and beyond until you go into ASIFlex's website and make a change.

### *How to Enroll:*

Employees may enroll in the CBP at anytime throughout the year by going to <https://secure.asiflex.com>, and entering the employer code DE. In order to log in to the system, you will be required to input your six digit State-assigned employee identification (EID) number, **plus** the last four digits of your Social Security Number. If you are unsure of what your EID is, please look at your most recent pay stub, as the EID is listed there.

There is no set enrollment time for this program; you can enroll in the program at any time through ASIFlex's website (<https://secure.asiflex.com>, employer code DE) and your enrollment will remain the same until you change the amount or until you leave employment with the State. You do not have to enroll each year, or each month. Your enrollment amount will stay the same from year-to-year or month to month. *Additionally, you can make a change to your deduction amount at any time, including terminating your enrollment in the program, through ASIFlex's website.* The amount you set aside will be deducted from each paycheck on a pre-tax basis (meaning you avoid paying Federal and State income taxes, as well as FICA taxes). Any changes in deduction amount must be received by the 15th of a month to be effective the next month (e.g. if you change your deduction amount from \$80 per month to \$95 per month on May 5th, the payroll change will become effective June 1, with the benefit change being effective July 1; if you make the change anytime from May 16<sup>th</sup> to June 15<sup>th</sup>, the payroll change will become effective July 1, and the benefit change will be effective August 1).

Please be proactive in planning your expenses to receive the greatest amount of tax benefits possible.

The pre-tax money you set aside is accessed several ways:

Fleet Link Van Pool	➡	Paid directly to Fleet Link
Other van pools	➡	Submit a claim and receive reimbursement
DART/SEPTA Riders	➡	Receive a transit pass in the mail
Other mass transit services	➡	Submit a claim and receive reimbursement
Monthly Parkers at Colonial/WPA	➡	Can sign up for ASIFlex to reimburse the garage <b>or</b> You can submit claims for reimbursement
Other Parkers	➡	Submit a claim and receive reimbursement

### *Van Pooling*

The IRS defines a Van Pool as being a commuter highway vehicle with a seating capacity of at least 7 adults, including the driver. In order to be eligible for a tax break through the CBP, at least 80% of the vehicle's mileage must be for transporting employees between their homes and workplace, with employees occupying at least one-half of the vehicle's seats (not including the driver's seat). There are no restrictions on who is the owner of the vehicle in order for it to qualify.

If you ride in the Fleet Link van pool, ASIFlex will collect the money and reimburse the State of Delaware (the owner of the vans). Enrollment in the pre-tax spending program is required and is

automatic if you are a Fleet Link rider. If you have additional questions, please contact Fleet Link directly at 302-739-VANS.

For Fleet Link riders, when you sign your Fleet Link contract, you are authorizing pre-tax deductions for your van pool expenses, and you will automatically have your monthly fee deducted from your paycheck pre-tax. ASIFlex will collect your contributions and will pay Fleet Link directly, so you are not required to do anything. If your monthly fee to ride in the Fleet Link van changes, your next paycheck will reflect the different deduction amount, and your monthly payment will automatically be modified.

If you ride in another van pool, you will need to enroll online separately for the appropriate amount and submit claims to ASIFlex in order to receive reimbursement.

### *Mass Transit*

Mass Transit expenses will be reimbursed by having ASIFlex issue you a transit pass that you can use to commute to and from work. Eligible expenses include any publicly or privately operated bus, rail or ferry expenses you incur while commuting to and from work. Currently, transit passes will be issued for SEPTA and DART, by requesting the appropriate denomination of transit pass through ASIFlex's enrollment website. If you take another form of mass transit, please contact ASIFlex for clarification as to whether or not a transit pass can be issued.

Please note that if you are receiving a transit pass, your entire monthly election will be taken from the first paycheck of each month, and no deduction will occur from the second (or third, if applicable) paycheck in a month. Your transit pass will be mailed to your home by the end of the month in which the deduction is taken for use the following month.

If you need to change the type of pass you receive or if you would like to cancel your monthly pass, you must do this online through ASIFlex's website, <https://secure.asiflex.com>, employer code DE.

### *Pre-Tax Parking*

There is more than one option for receiving reimbursement for parking expenses. If you have a *monthly* contract to park at either Colonial Parking or the Wilmington Parking Authority (WPA), you can choose to sign up to have ASIFlex pay the parking garage directly. As an example, your June payroll deductions will be used to pay for your July monthly parking fee. You are not required to have ASIFlex reimburse your garage directly, but if you sign up to reimburse Colonial or WPA directly it will eliminate the need to pay the garage yourself and then file a claim for reimbursement.

If you are a daily parker, or if you park at a facility other than Colonial or the WPA, you will have to submit a claim to ASIFlex in order to receive reimbursement. Payments for valid claims will generally be issued within one business day of receipt of the reimbursement request. There are two reimbursement options: ASIFlex can mail you a check or deposit your reimbursement into a checking or savings account and send you an email notification of the payment information.

If you park at or near your home, these expenses do not qualify for reimbursement through the CBP.

If you need to change your parking election or if you would like to cancel your enrollment in the plan, you must do this online through ASIFlex's website, <https://secure.asiflex.com>, employer code DE.

## *General Questions:*

### **Q. Can I elect any amount for CBP benefits?**

**A.** Yes, but only up to the monthly IRS limit which currently is \$230 per month, per account. Any election amounts over \$230 will use post-tax dollars for amounts in excess of \$230. All enrollment changes must be done via ASIFlex's secure website, <https://secure.asiflex.com>, employer code DE.

### **Q. What is the deadline to enroll in CBP benefits?**

**A.** All enrollments must be received by the 15<sup>th</sup> of a month to have deductions taken from the following month's payroll deduction to be used to pay the following month's transit benefit. For example, if you enroll for parking benefits by February 15<sup>th</sup>, your first payroll deductions will occur in March, and your parking benefits will be paid in April.

### **Q. If I change my election amount, when will the change be effective?**

**A.** If you make a change by the 15<sup>th</sup> of a month, your deductions in the following month will be changed for benefits you receive the month after that. If you make a change after the 15<sup>th</sup> of a month, your benefit change will be pushed back one full month. For example, if you change your election to have a DART pass sent to your home by February 15<sup>th</sup>, your first payroll deduction will occur in March, and you will receive your transit pass by the last week of March, for use in April.

### **Q. What do I have to do to cancel my CBP benefits?**

**A.** You must go online by the 15<sup>th</sup> of the month to terminate your deductions for the following month.

### **Q. What do I need to submit in order to be reimbursed for my expenses?**

**A.** You must submit receipts for the month or week and a signed reimbursement claim form to ASIFlex. Service dates are either the date that you paid for the expense, or period in which you are receiving the service. For example, if you purchase a transit pass on May 26<sup>th</sup>, to be used June 1<sup>st</sup>-15<sup>th</sup>, you can submit a claim for service period of May 26<sup>th</sup>; or service period of June 1<sup>st</sup>-15<sup>th</sup>. Please note that the service period has to begin before reimbursement can be made.

If a receipt is not available, you will need to state this on claim form, and reimbursement will be made, as appropriate.

### **Q. What happens if I receive a check for reimbursement and forget to cash it?**

**A.** A check for reimbursement is valid for six months from the issuance date. If you have received a check and haven't cashed it within six months, ASIFlex will attempt to contact you via email or postal mail, and will offer to reissue the reimbursement to you. If ASIFlex cannot reach you, the amount of the uncashed check will be reported and remitted to your state of residence's unclaimed property division. For State of Delaware residents, remittance shall be made to the State of Delaware Department of Finance, Bureau of Unclaimed Property.

### **Q. What are the deadlines to submit claims?**

**A.** Claims can be submitted at any point in time as long as you are still actively contributing to the CBP. If you terminate your participation in the program, or terminate employment with the State, you must submit all claims within six (6) months of your termination date in order to be reimbursed.

For example, if you cancel your enrollment in the CBP by December 15<sup>th</sup>, your last payroll deductions will occur in December, and you will be considered to have terminated coverage as of December 31<sup>st</sup>. The six month rule requires that you submit all claims to ASIFlex by the following June 30<sup>th</sup> for reimbursement.

**Q. I have canceled my enrollment in the CBP, but still have some money left. I'm still employed by the State of Delaware. Can I submit claims for expenses incurred after my termination date in the program to access this money?**

**A.** No. You can only request reimbursement for expenses you incur while you are still actively participating in the program.

**Q. What happens if I do not submit a claim for reimbursement while I am still actively participating in the commuter benefits program?**

**A.** If you do not submit a claim for reimbursement while you are an active participant in the program, your unclaimed amount will be forfeited to the State of Delaware to assist with the cost of administering the plan.

**Key Points to Remember:**

**Enroll online via ASIFlex's website. The web address is <https://secure.asiflex.com>, employer code DE.**

**Enroll by 15<sup>th</sup> of a month for pay deductions next month & coverage following month.**

**You must use your Employee Identification number plus the last 4 of your SSN to enroll.**

**You can change your enrollment amount or cancel enrollment at any time through ASIFlex's website.**

**If you have questions about the program, please call ASIFlex at (800) 659-3035 or contact Statewide Benefits at (302) 739-8331.**